



## JOB DESCRIPTION

Position Title: **Manager**

Working Area: **Animal Services**

Class Code: 4501

Exempt

EEO Code: 02

Effective Date: August 30, 2002

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### **Major Function**

Administrative and supervisory work directing the operation of the Animal Services Division.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Supervises the operation of the Seminole County Animal Services Division, Animal Shelter, and the enforcement of the Animal Control Ordinance.

Ensures enforcement of state and local codes and regulations for quarantine of animals, rabies control, animal capture, and impoundment and care of animals. Ensures that citations are issued in accordance with the animal control ordinance.

Manages the process for adoption and disposal of animals. Maintains all appropriate records regarding the operation of the Animal Services Division.

Manages the process for collecting fees for licensing of animals and animal kennels. Prepares revenue projections for budgeting and division operations. Prepares and controls expenditures within approved budget funding levels.

Supervises and provides training for staff engaged in animal related work, maintaining the animal shelter facility and caring for impounded animals.

Supervises staff assigned to perform administrative duties and the maintenance of all records, files, financial records and adoption records.

Directs animal cruelty investigations and develops material for use in prosecution of animal cruelty cases. Conducts investigations into animal bite cases and dangerous dog cases.

Initiates and effectively recommends for final approval by the department director hiring, termination, performance evaluations, disciplinary actions and/or commendatory actions for assigned personnel.

Develops and makes recommendations to the department director for the establishment of division operating policies and procedures.

Prepares news releases to keep the public informed regarding animal control services, availability of animals for adoptions, to locate animals involved in bite cases, and to advise the public of animal quarantines as necessary to prevent the spread of disease.

Performs other duties as assigned or as may be necessary.



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### **Minimum Qualifications**

Thorough knowledge of the laws and regulations regarding animal control. Knowledge of the impoundment and transport process for all animal species both wild and domestic. Knowledge of animal behavior and animal disease and prevention measures. Knowledge of the use of and techniques for administering tranquilizer and euthanasia medications.

Ability to communicate clearly and precisely both orally and in writing. Ability to make presentations to large and small groups. Ability to effectively lead and supervise subordinate personnel. Ability to analyze and prepare reports. Ability to provide detailed instructions to personnel, recognize clerical and procedure errors, recognize system and network problems in the operation of animal control software programs, and to take appropriate action to correct problems and errors. Ability to establish and maintain good relations with the general public and local veterinarians. Ability to instruct others in animal care and control procedures.

Skilled in handling animals that may be dangerous or vicious without injury to self, others or the animal. Considerable skill in selecting proper type of tranquilizing and euthanasia medication to be used, determining correct dosage, and administering medications.

Bachelor's Degree in business or Public Administration, or a field closely related to Animal Control.

Must possess and maintain the Humane Society of the United States certificate as an Euthanasia Technician, or have the ability to become so certified within six (6) months of employment.

Must be inoculated against rabies prior to completion of probationary period.

Must successfully complete Florida Animal Control Certification course within one (1) year of employment.

Must possess and maintain a valid Florida Driver's License.

This position is an appointed service Classification.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

The work environment for this position is typically an office environment, with some fieldwork. This position may be exposed to adverse weather on occasion. This position may lift animals and objects weighing in excess of 25 pounds. This

position will have regular exposure to animal hair, fumes, dust and dirt. This position will have exposure to electrical and radiant energy found in the office environment.